

**OVERALL COLOUR ACTION
CODE RISK
AMBER**

STATUTORY INSTRUMENT 2005:1541

**REGULATORY REFORM (FIRE SAFETY)
ORDER 2005**

FIRE RISK ASSESSMENT



Address of Premises: Thurock CCG, Civic Offices New Road Grays	
Responsible Person: NHS Property Services	
Assessor: Bob Rose G I Fire E B.R.& Associates Ltd	Date: 12 th November 2013

PURPOSE OF COMPLETING A FIRE RISK ASSESSMENT

The purpose of completing a Fire Risk Assessment is to assess the hazards in a premises relating to fire precautions, and the likelihood that the hazards will cause harm or injury to persons in the building. The Risk Assessment Form provides a method of evaluating and presenting areas of concern within a building.

It should be borne in mind that it is the risk which is being scored and not the presence of a hazard - i.e.: if a building contained explosives (a hazard) but all fire precautions and management systems are in place, then the risk (the likelihood of that hazard causing harm) is acceptable.

The overall colour action code provides a guide to the timing of the action required e.g.

RED-Immediate action required AMBER-Within one month GREEN- Satisfactory

Any unsatisfactory features will be detailed under **action required** at the end of the report.

This report fulfils the statutory obligation to carry out a written Fire Risk Assessment under the Regulatory Reform (Fire Safety) Order 2005.

THIS WRITTEN FIRE RISK ASSESSMENT SHOULD BE KEPT ON THE PREMISES FOR INSPECTION BY AUTHORISED OFFICERS OF THE FIRE & RESCUE SERVICE

Description of Building
<p>Second floor office suite in multi-occupied office building.</p> <p>The premises have been refurbished to provide predominately open plan office space, which is considered a safer working environment as there is a clearer line of sight so conditions are readily identified.</p> <p>This Fire Risk assessment covers those parts of the building occupied by Thurrock CCG on the second floor and the common escape routes from this area only.</p>

Persons at Risk
<p>15 Staff, visitors and contractors resorting in the premises. There is no access to patients on the premises</p>

1. Fire Hazards	Yes	No	N/A	Action/Remarks
Are potential Ignition sources controlled?	√			
Does the building contain piped oxygen or in cylinders?		√		
Is smoking controlled?	√			It is unlawful to smoke on the premises
Does excessive fire loading exist?		√		
Is there an arson or deliberate ignition risk?		√		
Is the storage of flammable liquids controlled?	√			
Are electrical fittings in good order and not congested, or buried in storage?	√			
Are heat sources controlled?	√			
Are cooking ignition sources controlled?	√			
Are portable electrical appliances tested?	√			Annual PAT testing carried out to most appliances <i>The portable appliances in the kitchen area require PAT testing</i>
Are Waste and Rubbish collected regularly and place in external containers clear of buildings?	√			
Are surface linings, upholstery and drapery compliant and in good condition?	√			
Is there potential for fire spread from adjacent buildings?		√		Office suite with fire resisting separation between the different occupiers and the remainder of the premises.

2. Fire Fighting	Yes	No	N/A	Action/Remarks
Are fire hydrants, static water tanks, by-pass valves, sprinkler stop valves, foam inlets, risers, and ventilation controls indicated and accessible?	√			Statutory hydrants in roadway nearby.
Is access available to emergency vehicles?	√			Compliant with Approved Document 'B' of the Building regulations
Does a 'hot work' permit system for contractors exist?	√			

3. Means of Escape	Yes	No	N/A	
Are escape routes clear of combustible storage and obstructions?	√			<p>The means of escape considered satisfactory, there are three routes available:</p> <ol style="list-style-type: none"> 1. The staircase entrance via ground floor lobby 2. The alternative exit staircase from accommodation 3. The corridor exit via adjacent office accommodation which releases on operation of fire alarm. <p>The lift is not suitable for use in a fire situation.</p>
Are there sufficient exit widths and routes for the number of persons present?	√			
Are inner rooms controlled?	√			
Are all floors, stairways and pathway surfaces in good condition and free from trip and slip hazards?	√			
Are exit routes suitable & sufficient for disabled persons?	√			Building is DDA compliant.
Do the escape routes for the premises lead as directly as possible to a place of safety?	√			
Are all exit doors easily opened with a single device from inside without use of a key, key-pad, code or swipe card?	√			
Are final exits separated from each other by fire resisting construction?	√			
Do exit doors open outwards where this is necessary?	√			
Where installed, are external escape staircases and ramps maintained in a safe condition?	√			
Are the means of escape suitable for disabled people? <i>Refuges etc</i>	√			<p>Refuges provided in protected staircase. Evacuation Chairs provide for disabled persons for use by TBC trained staff. Lift not suitable for use in an emergency</p>

4. Fire Doors & Compartmentation	Yes	No	N/A	
Are all fire-resisting doors and frames in good condition, fully closing and not wedged open?	√			
Are fire doors fitted with intumescent strips and cold smoke seals where necessary and in good condition?	√			
Are the self closing devices effective and of approved design?	√			
Are hold-open devices of approved design?			√	
Are vision panels fire-resisting?	√			
Are there any breaches in the compartmentation of the premises?		√		
Are service openings and ducts in floors and walls 'stopped' with fire resisting material?	√			
Are fire shutters tested and kept clear?			√	
Are areas of high fire risk enclosed in fire resisting construction?	√			
5. Travel Distances	Yes	No	N/A	
Do the travel distances meet the recommendations for the type of occupancy of the premises?	√			Travel distances meet the recommendations for this type of occupancy.
Do the first stage travel distances meet the recommendations for the type of occupancy of the premises?	√			
Do the second stage travel distance meet the recommendations for the type of occupancy?	√			
Do the dead end travel distances meet the recommendations for the type of occupancy?	√			
Are all dead ends situations made up from fire resisting construction?	√			

6. Fire Warning System	Yes	No	N/A	
Is the fire alarm in good working order, with a uniform signal, audible throughout the building?	√			
Is fire alarm tested every week using a different call point in rotation and whilst the building is occupied?	√			Main occupier (Thurrock Borough Council) test the fire alarm weekly
Is fire alarm serviced quarterly, six monthly and annually by a qualified engineer or as appropriate in accordance with its design specification?	√			Carried out by main occupier
Is the automatic fire detection adequate for the occupancy?	√			Automatic detection installed throughout premises.
Are fire alarm tests recorded in a fire precautions logbook?	√			Carried out by main occupier Thurrock Borough Council
Are all fire alarm interfaces compliant with BS 5839-1?	√			
Are unwanted fire signal monitored and controlled?	√			
Does the alarm system have a legible zone plan?	√			
7. Emergency Signage	Yes	NO	N/A	
Do exit signs comply with the 'Signs and Signal Regulations 1999'?	√			
Is the exit signage suitable and sufficient?		√		<i>It is recommended that an exit sign with 'up' arrow is provided above the corridor alternative exit into adjacent office accommodation</i>
Is exit signage illuminated where required?	√			
Are fire action notices displayed adjacent to fire alarm call points?	√			
Are fire-resisting doors marked? <i>Fire door keep shut</i> <i>Fire door keep locked shut</i> <i>Automatic fire door-keep clear-close at night</i>	√			
Do extinguishers have information signage?	√			

8. Emergency Lighting	Yes	No	N/A	
Is the premises provided with emergency lighting system to the escape routes?	√			
Does a qualified engineer test the emergency lighting system in accordance with the system design specification?	√			Carried out by main occupier
Is there adequate light outside the workplace that will illuminate the escape routes leading to assembly points?	√			
9. Fire Fighting Equipment	Yes	No	N/A	
Having regard to the hazards, Is the correct type of equipment present?	√			
Is there sufficient numbers of fire extinguishers and fire blankets present?	√			
Is the equipment mounted correctly at locations (wall hooks or floor stands)	√			
Is the equipment being serviced annually?	√			
Where fire suppression and extinction systems other than fire extinguishers are installed in the building are these systems regularly tested, serviced and maintained?			√	
10. Fire Training	Yes	No	N/A	
Do staff receive annual fire training?	√			Carried out in October 2013
Do staff get initial and refresher instruction?	√			
Is separate instruction given to staff with a specialist role within the fire procedure? <i>Key Staff and Fire Wardens?</i>	√			
Is the training recorded?	√			
11. Emergency Plan	Yes	No	N/A	
Type of evacuation plan? <i>Single Stage</i> <i>Progressive Horizontal Evacuation</i> <i>Delayed Evacuation</i>	√			Single stage alarm direct to assembly point.
Are the staff provided with suitable instruction & training on evacuation procedures?	√			

Are evacuation drills carried out twice yearly?	√			
Is there a mutual aid procedure for the site?	√			
Is the assembly point clearly defined and safe?	√			
12. Fire Policy & Procedures	Yes	No	N/A	
Is there a clearly defined written fire policy?	√			
Is the policy document accessible to staff?	√			
Is the policy tested and reviewed?	√			
Is there written fire procedures accessible to all staff?	√			
Are disabled people considered in the fire procedures?	√			
Are key personnel roles identified in the procedures? <i>Fire Wardens/Marshals etc</i>	√			
13. Arson Prevention	Yes	No	N/A	
Is CCTV installed?	√			
Are security patrols employed?	√			
Are combustible materials kept to a minimum in the work area and the remainder stored in a safe place?	√			
Is access to the building controlled?	√			
Are combustible materials kept to a minimum in the work area and the remainder stored in a safe place away from the perimeter of the building?	√			
Are intruder alarms fitted?	√			
Is the perimeter fencing secure?			√	

Recommended review date: November 2014	
<i>Action Required</i>	Date Action Taken & Signature
<p><u>Fire Hazards</u></p> <p><i>The portable appliances in the kitchen area require PAT testing</i></p> <p><u>Emergency Exit Signage</u></p> <p><i>It is recommended that an exit sign with 'up' arrow is provided above the corridor alternative exit into adjacent office accommodation</i></p> <p style="text-align: right;"><i>Bob Rose G I Fire E Fire Safety Advisor</i></p>	